

IMPORTANT: CDA is equipped with a 20-minute logout feature to protect your data in case you leave your computer unattended. A 'seconds remaining' counter appears in the lower left corner of your browser's window to let you know how much time is left before the system logs you out. The counter restarts every time the user clicks "Submit" or navigates to another page.

SECTION I - GETTING STARTED

Accessing the CDA Web Site

The CDA database is easily accessible from any computer with an Internet connection, regardless of the user's operating system. Because the system is web-based, data is available 24 hours per day, every day.

1. Open the Internet browser (CDA requires Internet Explorer 5.0 or higher, or MAC v.10)
2. Type the database URL in the "Address" block in the navigation menu:

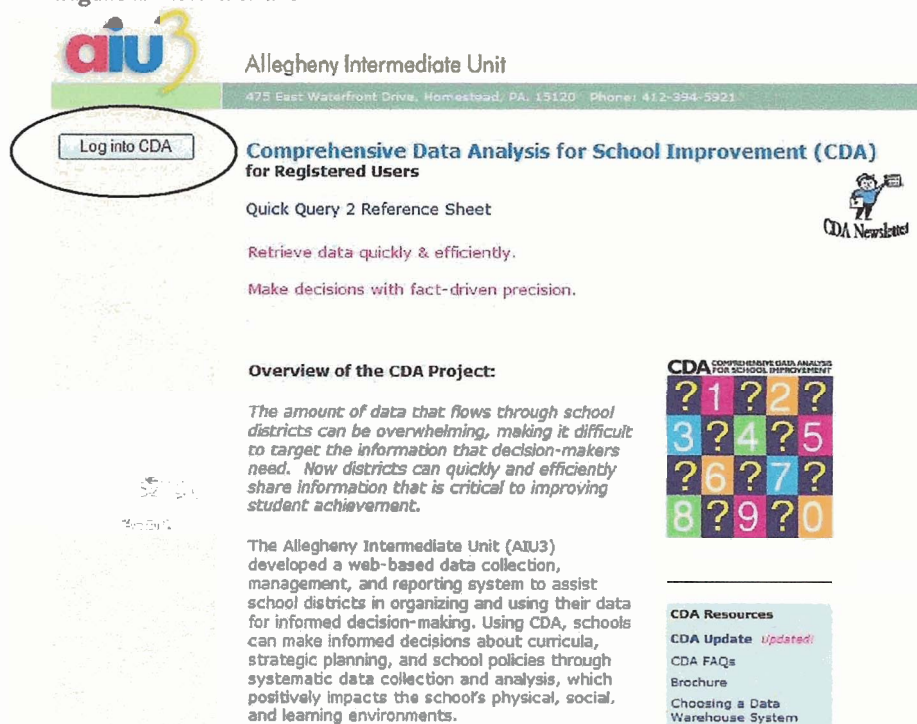
<https://cda.aiu3.net/>



OR - Click on the File drop-down menu and choose "Open." Type the URL in the window and click "OK." At the CDA home page, the user has the option to explore the site or to log in.

3. To log in to the system, select **"Log into CDA"** from the left side of the window.

Figure 1. CDA Website




CDA Start Up Screen

The next screen that you see, after you Log into CDA from the CDA website, is the CDA Start Up Screen. The information displayed on this screen includes system updates, changes, and other systems-related information.

To access the CDA Log In Screen – Click on the blue **Login to CDA** link located on the left side of the window.

Figure 2. CDA Start Up Screen



CDA Program Updates and Changes

last updated 4/30/2006

6/14/2006	IE Configuration	If you receive the IE security warning message "This page contains both secure and nonsecure items. Do you want to display the nonsecure items?", you can disable this behavior by doing the following: 1. In your web browser go to Tools. 2. Select Internet Options from the drop down menu. 3. Click on the Security tab. 4. Click on the Web content zone you use to access the Site. 5. Click Custom level. 6. Scroll down to find the heading Miscellaneous. 7. Find the sub-heading Display Mixed Content. 8. Click Enable. 9. Click OK. 10. In response to 'Are you sure you want to change the security settings for this zone?' click Yes. 11. Click OK to close the Internet Options box.
4/30/2006	System	THE CDA SYSTEM IS BEING UPDATED WITH VARIOUS USER INTERFACE CHANGES. These changes are being implemented to provide easier navigation throughout the system. Please report any problems to cdasupport@aiu3.net .
4/30/2006	Quick Reports	A simpler interface for retrieving PSSA and other assessment information. This module is active, however we are in the process of enabling all of its features on an individual district basis. If you have a more urgent need for this function, please let us know.

Logging In To CDA

Figure 3. CDA Log In Screen



Please enter your user name and password

User Name

Password

Submit

Helpful Hint:
User names and passwords are case sensitive.

4. At the login screen, enter your user name and password and click on the  button.

User name and Password

Have you forgotten your CDA user name and password? If you have, use the input box below to send us your last name and email address, and we will forward this information to you.

Figure 4. Login Screen

Contact Cathy Hafer at
Extension 3149 or
haferc@bedford.k12.pa.us

Main Menu

After logging in, you will be at your district's CDA Main Menu screen. The left menu bar contains navigation links for Querying Data, Quick Reports, Editing Tables, Changing Passwords, User Administration, PSSA (AYP) Report, Student Ledger, Uploading/Importing Data, and Workshop Videos. To log off the system, click on Log Off located at the top of the screen in the green menu bar. The center of the screen displays the current login information including the user name and organization, and all the access capabilities of that user. The 'Last Import' column to the right of the table list denotes the date when data was last imported to the database, and the 'Records' column indicates the number of records that populated the table on the date of last import.

Figure 5. Menu Screen

Current District Information

Log Off

User Manual Reference

Query II

Quick Reports

Old Query

Edit Tables

Change Your Password

User Administration

PSSA Report

Student Ledger

Upload/Import Data

Workshop Videos

User	Last Import	Records
User - Jennifer Ross		
District - Jupiter11 Area SD		
Current Demographics - STUDENTINFO0405		
ATTMOB0304	R 5/22/2004	0
ATTMOB0405	R 1/11/2005	0
CBA0304	W 5/22/2004	0
CBA0405	R 1/11/2005	0
DIBELS0304	R 8/4/2004	434
DIBELS0405	R 6/3/2005	336
DISC0304	R 5/22/2004	0
DISC0405	R 1/11/2005	0
IST0304	W 5/22/2004	0
IST0405	R 1/11/2005	0
MATHCPP0304	R 5/22/2004	0
MATHCPP0405	R 1/11/2005	0
PSAT0304	R 5/22/2004	0
PSSA0304	R 8/4/2004	288
PSSA0405	R 8/8/2005	301
PSSA11W0304	R 8/4/2004	87
PSSA11W0405	R 8/8/2005	101
PSSA12RM0203	R 1/11/2005	0
PSSA12RM0304	R 2/24/2005	45
PSSA12W0203	R 1/11/2005	0
PSSA12W0304	R 2/24/2005	26
PSSA3RM0405	R 8/28/2005	84

Capabilities

Your queries will be automatically filtered using the following criteria:

Table Name	Grades	Buildings	Teachers
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Changing User Passwords

Passwords should be changed on a regular basis to prevent security breaches and to ensure d protection and accuracy.

1. Log onto the system using your current password.
2. Choose **Change Your Password** link from the left menu bar.
3. Enter current password in the first field.
4. Enter the new password in the second field.
5. Confirm the new password by retyping it in the third field.
6. Click on the **Submit** button.

Figure 6. Change Password Screen

Enter your old (current) password, a new password, repeat the new password in the Confirm Password field, Email Address, First Name, Last Name, and Email then press Submit.

Login ID	
Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
Email Address	<input type="text"/>
First Name	<input type="text" value="First"/>
Last Name	<input type="text" value="User"/>

7. Click  to return to the Main Menu screen.

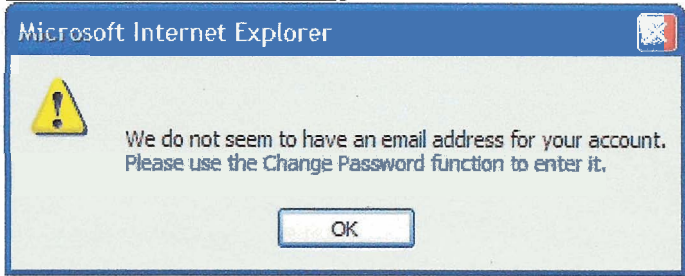
Updating Your Email Address

Please take a moment to update your email address after you have completed changing your password by adding it to the **Email Address** field located on the Change Password Screen.

Your first and last name will be automatically furnished by default.

***Note:** If you do not elect to update your email address, after you change your password CDA will periodically remind you to do so. You will see the following message.*

Figure 7. Update Email Message



Query II

Getting Started – Adobe SVG Viewer must be installed on your PC in order to view the reports that are generated by query. Click on the link below to access Adobe's SVG Viewer download page then follow the instructions to complete the download. Like Adobe Reader this software is available at no cost, and it is available for both Windows and MAC operating systems.

<http://www.adobe.com/svg/viewer/install/main.html>

Generating Queries – There are two ways to generate query results, (1) by retrieving a saved query, or (2) by building your own query.

From the CDA main menu screen choose the Query II navigation link from the left menu bar.

From the Query II screen you can either [1] choose a saved query, or [2] build a new query.

Figure 15. Query II Screen

1 Choose a saved query by clicking on the blue hyperlink in the sort by Date column.

Main Menu Select School Years Log off

Select a saved query or select year(s) to build a new query.

sort by Date ▾	sort by Description	sort by Tables	sort by Created by	sort by Shared	Delete
2006-04-21 13:37	test 4	STUDENTINFO0405,DIBELS0304,DIBELS0405	jupiter11	Yes	
2006-04-11 10:14	GateProj 4Sight Read Regress	STUDENTINFO0405,DIBELS0304,DIBELS0405,SFAREAD0506	jupiter11	Yes	
2006-04-11 10:13	GateProj 4Sight Read Prog	STUDENTINFO0405,DIBELS0304,DIBELS0405,SFAREAD0506	jupiter11	Yes	
2006-04-11 10:10	GateProj Dibels & 4Sight	STUDENTINFO0405,DIBELS0304,DIBELS0405,SFAREAD0506	jupiter11	Yes	
2006-04-06 11:04	GateProj 4Sight PredScaleScores for 3rd Grd Read	STUDENTINFO0405,DIBELS0304,DIBELS0405,SFAREAD0506	jupiter11	Yes	
2006-01-31 12:47	PSSA Grade 8 Reading by category	STUDENTINFO0405,PSSA0405	jupiter11	Yes	
2006-01-11 13:51	MSP 0405 Demographic Submission	STUDENTINFO0405	jupiter11	Yes	
2005-12-07	PSSA 0405 Math by Anchor and	STUDENTINFO0405,PSSA0405	jupiter11	Yes	

2 To build a new query Select the year(s) of data you wish to view. Click on Build New Query

School Year Data	Select
2002-2003	<input type="checkbox"/>
2003-2004	<input type="checkbox"/>
2004-2005	<input type="checkbox"/>
2005-2006	<input type="checkbox"/>

Build New Query

Saved Queries

If you choose a saved query, you can run the query “as is” by clicking on the Submit Query button from the lower right corner of your screen or you can modify the saved query by adding sorting priorities, and/or filters.

Figure 16. Fields Selected Box

Fields selected

STUDENTINFO0405.StudentID {SI04001}									
STUDENTINFO0405.Last Name {SI04002}			1st Asc						
STUDENTINFO0405.First Name {SI04003}									
STUDENTINFO0405.Grade {SI04013}			Pie Chart						
STUDENTINFO0405.Building # {SI04012}			Pie Chart						
STUDENTINFO0405.Gender {SI04009}			Pie Chart						
STUDENTINFO0405.Free Reduced Lunch {SI04027}			Pie Chart						
DIBELS0304.End Oral Reading Fluency Score {DB03023}			Stats					Hidden	
DIBELS0405.End Oral Reading Fluency Score {DB04023}			Stats					Hidden	
SFAREAD0506.4Sight Raw Score BL (Test 1) {SR05002}			Stats					Hidden	
SFAREAD0506.4Sight Raw Score 1st (Test 2) {SR05004}			Stats					Hidden	
SFAREAD0506.4Sight Raw Score 2nd (Test 3) {SR05006}			Stats					Hidden	
SFAREAD0506.Predicted Scale Score BL (Test 1) {SR05003}			Stats						
SFAREAD0506.Predicted Scale Score 1st (Test 2) {SR05005}			Stats						

Sorting priority: 1st Asc

Stats Hidden

Sorting:

- Click to highlight the field to which you want to apply the sorting priority.
- Click the **Sorting priority** drop down arrow and select the sorting criteria.

Charts:

- Select a Pie or Bar chart for a field by clicking on the Pie or Bar Chart Icon

Note:

- *Data fields that contain categorical data like PSSA Performance Level Code are automatically set to be represented graphically with a [Bar chart].*
- *Data fields that contain numeric value data such as PSSA Scaled Scores are automatically set to be represented statistically [Stats].*

All sorting priorities, Stats, and Bar and Pie chart selections appear in the area to the right of the data field in the Fields selected box.

To deselect Stats from a field, highlight the field then click on the Stats button to toggle off the Stats feature.

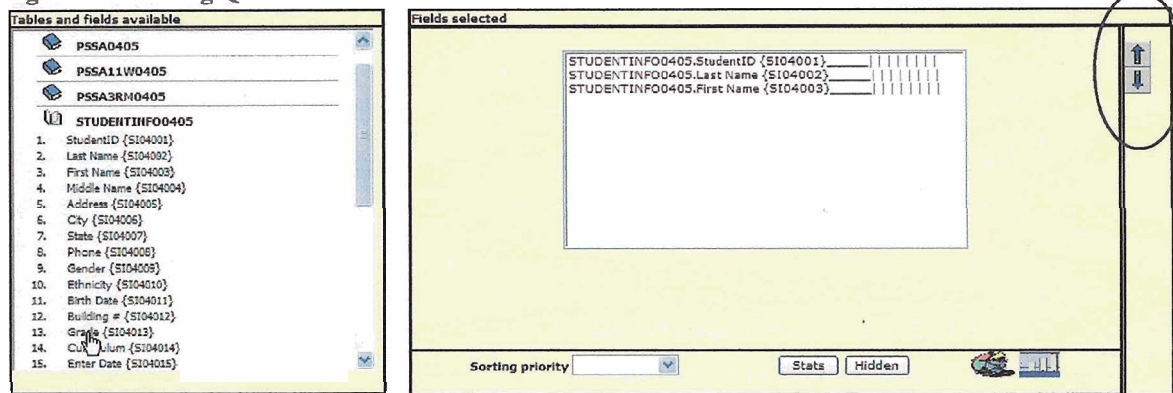
To deselect Bar or Pie Chart from a field, highlight the field then click on the Pie or Bar Chart Icon to toggle off the Charts feature.

After you have chosen the year(s) of data to view and clicked on the Build a New Query button, you are ready to move on with building your own query.

Select a Table by clicking on the blue book icon to open and/or close the table. When you open a table, a list of the data fields contained in that table will display.

- Click once on your choice of data field – the data field chosen will list to the right in the Fields selected builder box.

Figure 17. Building Queries



- Move data fields up or down by clicking to highlight the data field then using the up/down arrow to move.

Sorting:

- Click to highlight the field to which you want to apply the sorting priority.
- Click the Sorting priority drop down arrow and select the sorting criteria.

Charts:

- Select a Pie or Bar chart for a field by clicking on the Pie or Bar Chart Icon

Note: {Refer to the image on page 2}

Data fields that contain categorical data like PSSA Performance Level Code are automatically set to be represented graphically with a [Bar chart].

- Data fields that contain numeric value data such as PSSA Scaled Scores are automatically set to be represented statistically [Stats].*

All sorting priorities, Stats, and Bar and Pie chart selections appear in the area to the right of the data field in the Fields selected box.

To deselect Stats from a field, highlight the field then click on the Stats button to toggle off the Stats feature.

To deselect Bar or Pie Chart from a field, highlight the field then click on the Pie or Bar Chart Icon to toggle off the Charts feature.

Filtering Data:

Applying filters helps you “drill down” further into the data for more specific detailed results.

For example – A user is building a new query. The user chose data fields from the Student Information, and PSSA tables for the 2004-2005 school year. The user wants to look at 5th graders who did not score Advanced (4) on the PSSA in Mathematics.

- The user **ONLY** wants to view data for students in Grade 5, so he/she adds the filter ‘is Equal to’ 5.
- The user **ONLY** wants to view PSSA Mathematics Performance Codes 1, 2, and 3 (Below Basic, Basic and Proficient), so he/she adds the filter ‘is Not Equal to’ 4.

Figure 18. Filtering Queries

Filter Setup

Common Values Comparison Type

Comparison Value

Group 1

AND the Student... OR the Student...

Double click on a criteria line to remove it.

STUDENTINFO0405.Grade {S104013} 'is Equal to' 5
AND PSSA0405.Math Performance Level Code {PS04025} 'is Not Equal to' 4

AND
OR

Group 2

AND the Student... OR the Student...

Double click on a criteria line to remove it.

Calculate a percentage based on:

Include students with missing records. ☐

Submit Query

How to Apply Filters to your Query:

Figure 19. Applying Filters

The screenshot displays a query builder interface with several panels:

- Tables and fields available:** A list of tables including DIBELS0405, PSSA0405, PSSA11W0405, PSSA3RM0405, STUDENTINFO0405, and TERNOV0405.
- Fields selected:** A list of fields including STUDENTINFO0405.StudentID, STUDENTINFO0405.Last Name, STUDENTINFO0405.First Name, STUDENTINFO0405.Grade, PSSA0405.Math Performance Level Code, PSSA0405.Mathematics Performance Level Name, and PSSA0405.Mathematics Scaled Score. A list of comparison operators (Is Equal to, Is less than, Is greater than, etc.) is also visible.
- Filter Setup:** A section for defining filter criteria. It includes a 'Comparison Type' dropdown set to 'Is Equal to', a 'Common Values' dropdown set to '5', and a 'Comparison Value' field.
- Group 1:** A filter box containing the criteria: 'STUDENTINFO0405.Grade {SI04013} 'Is Equal to' 5' and 'AND PSSA0405.Math Performance Level Code {PS04025} 'Is Not Equal to' 4'. It includes buttons for 'AND the Student...', 'OR the Student...', and 'Double click on a criteria line to remove it.'.
- Group 2:** A filter box containing the criteria: 'AND the Student...' and 'OR the Student...'. It includes buttons for 'AND the Student...', 'OR the Student...', and 'Double click on a criteria line to remove it.'.
- Calculate a percentage based on:** A dropdown menu.
- Include students with missing records:** A checkbox.
- Submit Query:** A button.

Labels A through F are placed on the interface to indicate specific steps:

- A:** Points to the 'Fields selected' list.
- B:** Points to the 'Comparison Type' dropdown.
- C:** Points to the 'Common Values' dropdown.
- D:** Points to the 'AND/OR' relationship buttons.
- E:** Points to the 'AND the Student...' button in Group 1.
- F:** Points to the 'Submit Query' button.

Click to highlight the field you wish to filter. [A]

- Select a Comparison Type from the drop down list (Is less than, Is greater than, etc.). [B]
Select a Common Value from the drop down list (selections in this drop down list depend on the field you have highlighted). If there are no common values you can type a value directly into the Comparison Value field. [C]
- Choose a relationship – AND / OR (See page 20 for an explanation of data relationships). By clicking to highlight AND/OR. [D]

NOTE: When building a basic query, most filter relationships are AND.

- Select the appropriate AND / OR the Student... button in the Group 1 or Group 2 filter box, and click on it to 'set' the filter. [E]

NOTE: Multiple filters can be set up in the same (Group 1) filter box.

- Filter selections can be easily removed from the Group 1 or Group 2 filter box by double-clicking on it to delete.

Click on the Submit Query button. [F]

Green Menu Bar Details Stats Charts Analyze Create PDF Save Query

- Details - query results records rendered in a report format (example below).
- Stats – displays a quick statistical summary of mean, median, standard deviation, min, max, range and variance for the total records displayed in the query results.
- Charts – displays, in graphical form, categorical data results using a Bar or Pie Chart.
- Analyze – Use Stat Crunch for more advanced statistical analyses (correlations, inferences, linear regression and more).
- Create PDF – generate, print or save a clean, orderly report of your queried records.
- Save Query – File the query report as a “Saved Query” in CDA.

Blue Menu Bar

- Jump to page options – for easy navigation through the pages of query results records.
- Records per page option – 25 records are displayed by default. If you wish to see more or all of the records choose the number of records to display by using the drop-down arrow, then click on Records per page:
- Reset Results – will reset the results page back to its original state.
- Download – Save and file the query report as an Excel worksheet.

Use the **Query Builder** button to navigate back to the query builder screen.

Figure 20. Query Results

Query Builder

Details	Stats	Charts	Analyze	Create PDF	Save Query
Jump to page: 1 of 2	First Page	Next Page	Prev Page	Last Page	Records per page: 25 of 45
Reset Results	Download				

STUDENTINFO 0405 StudentID	STUDENTINFO 0405 Last Name	STUDENTINFO 0405 First Name	STUDENTINFO 0405 Grade	PSSA 0405 Math Performance Level	PSSA 0405 Mathematics Performance Level	PSSA 0405 Mathematics Scaled Score
212003	CCNIW	KCVSS	5	1	Bel	903
212004	CCUVJZA	NGJES	5	3	Pro	1425
212005	CGQRJZA	KQVLZG	5	3	Pro	1476
212006	CNRSR	DJUMXZVXQOC	5	2	Bas	1228
212123	CQWDRGU	HWQXMKY	5	3	Pro	1441
212009	CTLQRKY	NKFOF - I	5	3	Pro	1459
212016	EGVQJZA	DJDH	5	0		0
212007	CNRSR	DQGC	5	0	Pro	1409
212018	FNHRXQF	NKUESJH	5	1	Bel	1117
211044	LGOPD	UCQRJX	5	3	Pro	1409
212037	LQOIXGY	ACFLFXF	5	2	Bas	1228
212042	MGCJX	OKFSQKABN	5	2	Bas	1215
212044	MKWDNTNMA	OKFLTRHA	5	3	Pro	1409
212046	NCJRZYV	NKFLFKSI	5	3	Pro	1409
212107	NEJEWKF	SCFLJR	5	3	Pro	1459
212013	EGFOJX	NCUMXYH	5	1	Bel	976
212111	KQKRZXV	LWUXNY	5	1	Bel	1010
212039	MGQXE	KCVSS	5	2	Bas	1309
212108	NCNOTY	KGIJWKF	5	3	Pro	1459
212051	NWQGMGR	NGJES	5	2	Bas	1269
212053	OKASS	LAOMJ	5	3	Pro	1441
212057	QGQXE	LTWYKU	5	3	Pro	1476
211069	QQOMYKZ	EAQES	5	2	Bas	1255
212109	TEUMGK	LAOI	5	3	Pro	1337
212022	HKOPNTNPJW	DKHWVG	5	3	Pro	1441

Last command executed was:
SELECT S104001, S104002, S104003, S104013, P504025, P504058, P504059, S104001 AS 'LEDGERKEY'
FROM STUDENTINFO0405 INNER JOIN PSSA0405 ON P504038 = S104001
WHERE (S104013 = '5' AND P504025 <> '4');